



COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY, INC.

131-A STONY CIRCLE, SUITE 300 SANTA ROSA CA 95401 TEL (707) 544-3077 FAX (707) 544-2625
CHILD CARE REFERRALS (707) 544-3084 CHILD CARE FOOD PROGRAM (707) 522-1412

ALTERNATIVE PAYMENT PROGRAM ABSENCE POLICY

ABSENCES FROM CHILD CARE

In order for providers to receive payment for an enrolled child's absence from child care, there must be a contract schedule and the provider must charge all families in their program for absences (indicated on the Certificate for Child Care Services). If an actual hours only or drop-in schedule is authorized, 4Cs does not reimburse for absences. **The reason for absence must be written on the attendance sheet and have a full legal signature of the parent or authorized representative of the parent.**

Excused absences include:

- Illness or quarantine of your child.
- Illness or quarantine of the parent.
- Court-ordered visitations. (The family data file must contain a copy of the Court Order.)
- Family crisis or emergency. (I.e. death in the family, hospitalization, auto accident, transportation emergency, etc.)
- A reason, which is in the best interest of the child. (I.e. a special day with parent, family or friends, vacation days, or special field trips or events, etc.) These are limited to ten days per fiscal year.

All other absences are unexcused. A contracted day of attendance that is unsigned or unexplained is an unexcused absence. Unexcused absences are limited to ten per fiscal year based on the enrolled parent's contracted child care schedule and the provider's own policies.

4Cs will only pay up to 10 consecutive days absent from child care at a time.

If a child has a planned absence for longer than two weeks in a row, consider taking a Limited Term Service Leave (LTSL) from child care services.

Per 4Cs Attendance Policies:

- Providers must report to 4Cs within 5 business days if an enrolled parent has not called to report reasons for absences.
- Any amount that the provider charges and 4Cs does not pay for is the responsibility of the parent and payment should be arranged between the provider and the parent.